position

Post Purchase Analyst II

division/department

Home Finance – Funding/Final Documents

nature of position

This position is responsible for developing and maintaining relationships with CHFA Participating Lenders to facilitate completion of all final document requirements after loans are purchased. Additionally, this position will review recorded and original documents, including but not limited to deed of trust, mortgage insurance certificate, loan note guaranties, and title policies for accuracy, validity, and assurance that they meet federal, bond, IRS, and CHFA program guidelines. Provide support to CHFA Vendors as needed. Follow up with CHFA Participating Lenders, borrowers, and Home Finance staff regarding missing, inadequate, or incorrect documents.

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essential functions

* Develop and/or maintain relationships with CHFA Participating Lender staff; including ensuring correct contacts are maintained in STARS
* Provide training and support to Participating Lenders and Vendor staff as needed
* Responsible for billing and collection of Lender Late Fees for all assigned Participating Lenders
* Review documents for accuracy and compliance with CHFA programs and follow-up with lenders, title companies, and mortgage insurers or guarantors to ensure timely correction of incorrect documents
* Provide an accurate, detailed account of all activities related to a specific loan file with follow-up dates to ensure timely receipt of documents from lenders using conversation logs and automated workflow tool in STARS
* Prepare accurate, clear, and concise correspondence using original correspondence or form letters to lenders, title companies, and mortgage insurers or guarantors to obtain documents or to correct erroneous documents
* Ensure timely reports are provided to participating lenders and maintain communication, including deficiencies and required remedies. If on-going non-response or confusion regarding remedy, refer to manager in a timely fashion
* Maintain a high level of open communication between manager, co-workers, vendors, and Participating Lenders, resolve problems related to the receipt of loan documents, and provide general loan program information
* Accurately perform data entry in all systems
* Prepare and record documents, such as Subordination Agreements, Modifications, and Scriveners Affidavits
* Independently cure problems and apply industry knowledge with detailed and broad based problem solving skills, with attention to meeting critical deadlines.
* Evaluate critical documents and understand the risk associated with the documents
* Perform additional department functions as needed; including, but not limited to, Daily Purchase, MERS, third party verifications, and check processing functions
* Responsible for review and quarterly updating of Final Document Desktop Procedures
* Function in a team environment and work cooperatively with all HF departments, IRM, Compliance, Legal, Secondary Marketing, Accounting, and Treasury
* Conduct regular reviews of the Seller’s Guide, Policies, and Procedures to ensure current and accurate information related to job functions. Recommend revisions as necessary

Identify process improvements on an on-going basis

* Participate in promoting CHFA’s mission programs and services

knowledge, skills and ability

* Ability to interpret and apply complicated governmental, investor, and Internal Revenue Service regulations, and apply appropriate industry standard problem solving skills
* Demonstrate a solid understanding of the mortgage process, including FHA, VA, RD, Fannie Mae and Freddie Mac regulations
* Ability to effectively utilize technology, including internal software tools; STARS, and OnBase, as well as standard Microsoft applications, Simplifile, SKLD, FHA Connection, and ALLREGS, and other industry websites
* General knowledge of loan servicing procedures
* Display excellent verbal and written communication skills to convey complicated concepts.
* Capable of working with high proficiency to include pulling and reconciliation of reports and queries from systems.
* Must be capable of working independently, be self-motivated, dependable, and can accurately work in a fast paced environment with tight deadlines.
* Excellent organizational, problem solving, analytical, and communication skills
* Professional phone manner with an emphasis on providing customer service
* Ability to establish rapport with persons of diverse ethnic, racial, and cultural backgrounds.
* The candidate should be adept at working in a team environment, including the ability to negotiate with a high level of discretion with others
* Participate in promoting CHFA’s mission programs and services

experience/education

* Five or more years in mortgage industry with extensive knowledge of underwriting, processing, loan closing, funding, warehouse lending, and quality assurance (including fraud).
* Associate’s Degree in a business related field or five years job experience in the mortgage industry is required
* Bachelor’s Degree in real estate, business, accounting or finance preferred
* Mortgage Industry training; i.e. MBA, CMLA, or APMW a plus

equipment used

Telephone; personal computer; computer printer equipment, calculator; photocopy and fax machine.

physical environment

The incumbent in this position will perform the essential functions of the position primarily in an office environment, which requires sitting at a desk for the majority of the day.

*With respect to its programs, services, activities, and employment practices, Colorado housing and finance authority does not discriminate on the basis of race, color, religion, sex, age, national origin, disability, or any other protected classification under federal, state, or local law. Requests for reasonable accommodation, the provision of auxiliary aids, or any complaints alleging violation of this nondiscrimination policy should be directed to the nondiscrimination coordinator, 1.800.877.2432, TDD/TTY 303.297.7305, CHFA 1981 Blake street, Denver co 80202-1272, available weekdays 8:00 a.m. To 5:00 p.m.*